Used Oil Block Grant August 15th Annual Report Form

Grantees are required to submit an Annual Report each
August 15th (**for each grant cycle**) that describes their
program's activities from July 1st to June 30th.

1. Grantee's Name:

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2. Grant Number: UBG - - | **3. Report Period:** July 1-June 30th,

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4. Contact Information:

☐ Contact Information has not changed
☐ Update Contact Information

Name:
Title:
Address:
Phone Number:
Fax Number:
Email Address:

☐ Update Signature Authority*

Name:
Title:
Address:
Phone Number:
Fax Number:
Email Address:

*Please attach Letter of Authorization from Signature Authority listed in your resolution.

Do-It-Yourselfer (DIYer) Collection Data and Summary

Grantees receiving $20,000 or less per grant cycle have the option of not responding to questions 5d, 6d, 7d, 8d, 9e, 10f, and 15.

Conversion Factors: One 55-gallon drum of uncrushed filters equals 250 filters and one 55-gallon drum of crushed filters equals 750 filters. One (1) filter equals 1.5 pounds. One (1) gallon of used oil equals 8.5 pounds if you are using volumes from the Form 303.

5. Permanent Collection Facilities

5a. Quantity of Oil (Gallons)	5b. Quantity of Filters (# of Filters)	5c. Collection Type	5d. Narrative of Collection Data, i.e. explain changes in data from prior reporting period, surveys used or other pertinent information. (Expand rows if additional space is needed)
		Certified Centers	
		Non-Certified Centers	
		Recycling Only (ABOPS)	
		Permanent HHW Facility	
		Agricultural	
		Marina	
		Airport	
5e.		**Number of Centers on July 1st,**	**Number of Centers on June 30th,**
Certified Centers			
Non-Certified Centers			

6. Temporary or Mobile Collection

6a. Quantity of Oil (Gallons)	6b. Quantity of Filters (# of Filters)	6c. Collection Type	6d. Narrative of Collection Data, i.e. explain changes in data from prior reporting period, surveys used or other pertinent information. (Expand rows if additional space is needed)
		One or Multiple Day Event(s)	
		Mobile	

6e. Collection Events
Number Held: Number of Vehicles Served:

7. Residential Collection

7a. Quantity of Oil (Gallons)	7b. Quantity of Filters (# of Filters)	7c. Collection Type	7d. Narrative of Collection Data, i.e. explain changes in data from prior reporting period, surveys used or other pertinent information. (Expand rows if additional space is needed)
		Curbside	
		Door-to-Door	

8. Load Check

8a. Quantity of Oil (Gallons)	8b. Quantity of Filters (# of Filters)	8c. Collection Type	8d. Narrative of Collection Data, i.e. explain changes in data from prior reporting period or other pertinent information. (Expand rows if additional space is needed)
		Landfills or Transfer Stations	

9. Community Events

9a. Beginning Date of Event(s)	9b. Ending Date of Event(s)	9c. Name of Event(s)	9d. Attendance at Event(s)	9e. Description and Summary of Event(s) (Expand rows if additional space is needed)
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			

10. School Education

10a. Beginning Date of Event(s)	10b. Ending Date of Event(s)	10c. School Location	10d. Attendance at Event(s)	10e. Grade Level	10f. Summary of Presentation (Expand rows if additional space is needed)
/ /	/ /				
/ /	/ /				
/ /	/ /				
/ /	/ /				
/ /	/ /				

11. Media Outreach

Briefly describe media outreach activities including all public education not previously covered under Community Events or School Education. (Expand if additional space is needed)

12. Storm Drain Filters

12a. # Of Filters Installed	12b. Type of Filters Installed	12c. Location of Filters	12d. How Are Filters Recycled, Reused, or Disposed (Expand rows if additional space is needed)
		Residential	
		Business/Commercial	
		Marinas	

13. Stencils/Markers

Number of Storm-drains stenciled or markers applied:

14. Storm-Water Mitigation

Briefly describe storm-water mitigation activities including public education. (Expand section if additional space is needed)

15. Briefly Discuss Work to Be Completed Next Reporting Period and any Other Activities/Data Not Presented in Report.

(Expand section if additional space is needed)

<u>Required Attachments</u>

1. **Permanent Collection Facilities, Temporary or Mobile Collection, Residential Collection, and Load Check**, attach: Photographs of any infrastructures (permanent HHW facilities, storage sheds, signage etc.) paid for by grant funds this reporting period.

2. **Community Events** attach: two (2) copies of public education materials and one (1) premium. When premiums are too large to submit, please attach two (2) photographs for each item. In addition, attach any surveys, quizzes or assessments used.

3. **School Education**, attach: two (2) copies of public education materials and one (1) premium. When premiums are too large to submit, please attach two (2) photographs for each item. In addition, attach any surveys, quizzes or assessments used.

4. **Media Outreach**, attach: two (2) copies of public education materials (except videos, cassettes, and CDs – one (1) each). Videos should be in VHS format, and radio ads should be on cassette tape or compact disk. If items are too large to submit, attach two (2) photographs per item.

5. **Storm-Water Mitigation**, attach: two (2) copies of public education materials and one (1) premium pertaining to storm-water mitigation. When premiums are too large to submit, please attach two (2) photographs for each item. In addition, attach photographs of storm-water filters, stenciling, and signage.

6. Grantees <u>must</u> complete and attach an **Expenditure Itemization Summary (EIS)** covering expenses for the period January 1 – June 30. <u>The EIS must include interest accrued and be signed by the approved signature authority for your grant.</u>

7. Recycled-Content Certification Form (RCP).
   See http://www.ciwmb.ca.gov/HHW/Forms/.

8. Publicity and Education Verification Form (if applicable).
   See http://www.ciwmb.ca.gov/HHW/Forms/.

Instructions for Completing the Used Oil Block Grant August 15th Annual Report Form

Grantees are required to submit an Annual Report each August 15th that describes their program's activities from July 1st to June 30th. The Used Oil Block Grant August 15th Annual Report Form is a fill-in the blanks type of form. Below is information on what data needs to be inserted into the form.

1. **Grantee's Name**: Agency name as it appears on the Grant Agreement Form.

2. **Grant Number**: Grant contract number assigned by the CIWMB, as it appears on the top right hand corner of the Grant Agreement Form

3. **Report Period**: Fiscal Year the report covers.

4. **Contact Information**: If the contact's name, address and/or phone number has not changed, please check the "Contact Information has not changed" box. If the contact's name, address, and/or phone number has changed please check the "Update Contract Information" box and fill-in the changed information on the lines provided. If the signature authority's name, address, and/or phone number has changed please check the "Update Signature Authority" box and fill-in the changed information on the lines provided. Also please attach a Letter of Authorization from the Signature Authority listed in your resolution.

Do-It-Yourselfer (DIYer) Collection Data and Summary: Provide the Do-It-Yourselfer collection data for each budget category for the period July 1st to June 30th.

5. **Permanent Collection Facilities**: Insert the quantity of oil collected by gallons and the quantity of filters collected by collection type. For each collection type provide a brief narrative summary. If your program does not use a particular collection type please insert N/A for Not Applicable. In addition, please insert the number of Certified and Non-Certified Centers at the beginning and end of the reporting period.

6. **Temporary or Mobile Collection**: Insert the quantity of oil collected by gallons and the quantity of filters collected by collection type. For each collection type provide a brief narrative summary. If your program does not use a particular collection type please insert N/A for Not Applicable. In addition, please insert the number of temporary collection events held and the number of vehicles served at these events.

7. **Residential Collection**: Insert the quantity of oil collected by gallons and the quantity of filters collected by collection type. For each collection type provide a brief narrative summary. If your program does not use a particular collection type please insert N/A for Not Applicable.

8. **Load Check**: Insert the quantity of oil collected by gallons and the quantity of filters collected from your load check program at landfills and transfer stations. Provide a brief narrative summary. If your program does not use a particular collection type please insert N/A for Not Applicable.

9. **Community Events**: Insert the date of event(s), name of the event(s), and the number of people who attended the event(s). For each event provide a description and summary that includes the following: 1) Description of event, 2) type of survey used and the results, 3) feedback to indicate that the event reached and informed your target audience successfully, and 4) How can you better improve the effectiveness of this event. If your program does not participate in community events please insert N/A for Not Applicable.

10. **School Education**: Insert the date of event(s), location of the event(s), and the number of attendees at the event(s) for each grade level, Elementary, Junior High or Middle School, High School, and College or University. For each event provide a description and summary that includes the following: 1) Description of event, 2) feedback to indicate that the presentation was or wasn't effective and age appropriate, and 3) How can you improve the effectiveness of this event. If your program does not participate in school education activities please insert N/A for Not Applicable.

11. **Media Outreach**: Insert a brief description of any media outreach including all public education not previously covered under Community Events and School Education, including radio, television, billboards, public transportation signs (buses, bus stops), theater displays, print media (newspapers, newsletters, magazines, bill inserts, direct mail, etc.) and other media. If your program does not use media outreach please insert N/A for Not Applicable.

12. **Storm Drain Filters**: Insert number of filters installed and the type of filters installed by location. For each location describe how the filters are to be recycled, reused or disposed. If your program does not use storm drain filters please insert N/A for Not Applicable.

13. **Stencils**: Insert the number of storm-drains stenciled or marked during the reporting period.

14. **Storm-Water Mitigation**: Insert a brief description of storm-water mitigation activities. Such as: 1) installation, maintenance and recycling/reuse/disposal of the filters, and 2) publicity and education. If your program does not participate in storm-water mitigation activities please insert N/A for Not Applicable.

15. **Discussion of Work to be Completed Next Reporting Period**: Insert a brief description of what work will be completed during the next reporting period (July 1st to June 30th). In addition, briefly describe any other activities/data not presented in report.